

CITY OF HELENA



Position Title: Administrative Assistant III

Department: Public Works

Division: Water/Wastewater Plant

Grade: 137

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position, under general direction, is to supervise, plan, and perform a variety of financial, accounting, and highly responsible, confidential and complex administrative duties and program and project support for Water and Wastewater Treatment Plants and the Pretreatment Program. The position will plan, organize, and oversee the operations and functions of the assigned offices; provide ongoing program and project support to the Public Works Department as needed, and to provide information, direction, and technical and program assistance to staff, other departments, outside agencies, and the general public. The position spends time equally working from the Ten Mile Treatment Plant and the Wastewater Treatment Plant.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Administrative

The position performs responsible and difficult administrative work involving the use of independent judgment and personal initiative; performs varied and responsible secretarial, administrative, and duties to assist in the processing and completion of administrative operations for assigned staff; plans, makes recommendations, on organizational or procedural changes to improve work flow. The position independently attends and processes administrative details not requiring the immediate attention of assigned staff.

This position is responsible for the preparation of all RFP's, legal advertising and contracts for electrical maintenance for all three treatment plants and the composting and or sludge disposal contracts for the Bio-solids program at the Wastewater Plant.

The incumbent oversees all office operations and functions; serves as a primary resource and information source regarding City policies, procedures, objectives, and operational functions for the supported Divisions; screens office visitors and telephone calls; interprets regulations, policies, and procedures; answers questions and provide information where judgment, knowledge, and interpretations are utilized, especially in the proper handling of confidential information or files; independently resolve complaints and makes decisions; refers callers to appropriate sources as necessary.

The position receives, compiles, and organizes information for the preparation of correspondence, documents, and reports. Prepares a variety of correspondence, documents, and reports mainly for regulating agencies such as the E.P.A., DEQ and the Water Quality Bureau; composes confidential correspondence, documents, and reports; maintains confidentiality of information.

The incumbent prepares information needed in administrative decisions and in facilitating the implementation of City policies and programs; researches, collects, compiles, tabulates, analyzes and

summarizes data and information pertaining to specified activities, operations, or functions as assigned; prepares a variety of fiscal, statistical, and administrative summaries and reports.

The position communicates directives, orders, decisions, and memoranda independently and from the Water/Wastewater Superintendent to staff, outside agencies and the general public. It also coordinates and monitors special projects, assignments, and activities as assigned; maintains control files on matters in progress and expedite their completion. The incumbent assists superintendents in collection and transmittal of data to other City departments, City Commission, regulatory agencies and the public.

The position acts as support personnel for the (PWCC) Public Works Control Center when activated.

The position maintains the training schedule, conferences, travel arrangements for Certified Water Treatment Operators, Certified Wastewater Operators, Water Operator-In-Training and employees not requiring CEC's but requiring technical training.

The incumbent establishes and maintains complete records and history files including financial, budget, personnel, training, operational, and administrative records. The position orders, receives, inventories, stores, and distributes supplies, forms, and related items; and prepares purchase orders and procures equipment and services.

The position schedules and participates in meetings as requested by the Superintendent. The position keeps an agenda and minutes of the weekly operation meetings. The incumbent attends workshops, conferences, and classes to increase professional knowledge.

Financial Services

The incumbent is responsible for the collection and compilation of data to develop and prepare assigned budgets including analysis and determination of annual budget needs and assist the superintendent in the administration of the assigned budget. The position attends budget meetings with analyst and department head and acts as liaison with division staff. The position is responsible to review invoices, prepare and process claims with correct coding, monitor expenditures. The incumbent reviews revenue and project reports; prepares projections; makes recommendations; and keeps Superintendent informed. The position makes administrative and formal budget amendments, midyear adjustments and adjusting journal entries as necessary to stay within the limitations set upon the divisions by the City Commission.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Local government and its operating departments, municipal administration and enterprise funds.
- Extensive knowledge of budget preparation. Principles and practices of fiscal, statistical, accounting, record keeping and administrative data collection and report preparation including graphs and charts.
- Office management practices, procedures and equipment including Modern office practices, methods, and equipment including computer equipment and applicable software programs.
- Principles, practices and operation of word processing programs and spreadsheet and data base applications.
- Principles and techniques used in dealing with the public.
- Intermediate mathematical skills to work formulas

Skill or ability to:

- Type and enter data at a speed necessary for successful job performance.
- Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Respond to inquiries and requests for information from the public and City personnel regarding policies and procedures.
- Work cooperatively with other departments, City officials, outside agencies and the public.
- Work under pressure, produce accurate work, be flexible and meet deadlines.
- Perform responsible and difficult administrative and secretarial work involving the use of independent judgment and personal initiative.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Organizational skills and multi-tasking.
- Maintain confidential data and information.
- Plan and organize work to meet schedules and deadlines.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.

Physical Demands:

This position requires the ability to perform sedentary physical work. The position requires the abilities to: lift and carry up to 50 pounds regularly and on occasion up to 80 pounds; perform body movements applicable to records management and an office environment; to talk and hear in person and by telephone; see and read instructions, spreadsheets, reference materials, and computer reports.

Minimum Qualifications (Education, Experience and Training):

This position prefers an associate's degree in office management or a business related degree and five years of increasingly responsible administrative assistant, office management, accounting or related experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

Supervised jointly by the Wastewater and Water Treatment Plant Superintendents

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.